Payroll4Free Software

Payroll

Payroll Processing

Instructional and Informational Guide

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Log-in to P4F software (select P4F Production from Connection drop down) <select company>

Click on Payroll tab (top left of screen)

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Q Payrol	

Looking at Normal Processing section, there are 3 separate Icons to choose from:

- PR Explorer
- Reprint Checks
- Employee Time Journal (Not currently Using for P4F clients)

Double click on the **PR Explorer** on the main screen of Normal Processing to open PR Explorer.

To create a Payroll batch, click the **NEW** button and a box will appear on the screen prompting the user to select batch type.

Payroll / Batch 🛛 🛗 Cleveland Rocks, Inc.	×
Entering Type	
Manual Entry	
Import Time Clock	
RTC-1000 Export v Options	
Browse	
	Cancel < Back Next >

Payroll Batch – this is the first screen the user will see when it comes to creating a payroll batch.

- Manual Entry if you are manually entering employees' hours <system default>
- Import Time Clock if you are importing employees' hours from a time clock

Click the **Next** button to go to the next screen.

The following screen is displayed.

Payroll / Batch 🛍 (Cleveland Rocks, Inc. ×
New Batch	
Pay Period Period Beginning Date Period Ending Date	B - Bi-Weekly Q 03/17/2014 Q 03/30/2014 Q
Check Date Payroll of Month 1	04/04/2014 Q
Current Period Days Prior Period Days Cash Credit	0 Regular Hours 80 14 Holiday Hours 0 [1010.00] Operating-Checking Account Q
Description	
Employee Filter	
Pay Type	B - Both Q
Department	<a>All Departments>
Order By	1 · Employee Name Q
Accept Batch with Manual Enter Emp	
	Cancel < Back Accept Batch

Batch specific details are entered:

Pay Period – this will be determined from the Default Pay Period set in the PR Module Master

Period Beginning Date – the beginning date of the pay period

Period Ending Date – the end date of the pay period

Check Date - the date the checks/direct deposits will be effective

Payroll of Month - this will be determined from the Default Pay Period set in the PR Module

Master. You will need to determine which pay of the pay cycle you are entering employee

hours. Ex: if Pay Period is set as Bi-Weekly – there may be three pay periods in a month, denote which pay this batch is in

Current Period Days – how many days of pay period are in current period <normally all days>

Regular Hours – how many regular hours in this pay period

Prior Period Days - how many days of pay period are in prior period <normally zero>

Holiday Hours – how many holiday hours in this pay period

Cash Credit – enter Cash Credit Account used for Payroll (default set up in PR Module Master)

Description – description specific to payroll batch <normally blank on scheduled payrolls>

Employee Filter

Pay Type – select which employee types are to be included in this payroll batch

- H- Hourly
- **S** Salary
- **B –** Both

Department – select which departments are to be included in this payroll batch

All Departments or individually select departments from drop down menu

Order By

Employee Name – sort order by employee name Employee ID – sort order by employee ID number Department + Employee Name - sort order by department then employee name Department + Employee ID - sort order by department then employee ID number

Accept Batch with Defaults – allow the system use the default entries made in the master file set up during the input of employee hours

Manual Enter Employee Info – manually enter the employee information

After all the information has been entered for this payroll batch, click the **ACCEPT BATCH** button.

The following screen is displayed.

1 Employee (click on the name Franklin, Aretha	e to selectj		Periods 1	Paj	yroll Specifics Withholding Info View	Log	Skip This	Employee	
arnings									
ming	Hours A	mount		~	Earning Category	Hours	Amount	Hours Available	
00] Administrative			4		[E] Holiday	0		-68	
E] Holiday	0	0.00			[E] Vacation	0		72	
]Vacation	0	0.00			[E] Sick Pay	0		32	
E] Sick Pay	0	0.00			[E] PTO	0		32	
E] PTO	0	0.00		=	[E] Bonus Earns	0	0.00		
E] Bonus Earns	0	0.00			[E] Commission Earns	0	20.00		
E] Commission Earns	0	20.00			[E] Retroactive Earns	0	0.00		
E] Retroactive Earns	0	0.00			[E] Other Earns	0	0.00		
E] Other Earns	0	0.00			[E] Mileage Earns	0	0.00		
E] Mileage Earns	0	0.00			[E] Salary	0	1,700.00		
E] Salary	0	1,700.00			Total	0	1,720.00		

You will now proceed with entering the employee payroll information for this pay period.

Payroll Batch Entry - Where you enter the employee information specific to this pay period.
The Payroll entry will allow you to enter/modify the following information for each employee:
Earnings, Deductions, Employer Taxes, Benefits, Direct Deposit.

At the top of the screen you will see the **Payroll Batch #** and **Check Date**. This is assigned by the system when you entered the payroll specific information on the previous screen.

Check # - this will allow you to create more than one check for this employee within the current batch. If you need to assign another check, click in the **Check #** box, a system message will appear: *"Would you like to create one more check for this employee within the current batch?" YES/NO.* If you select YES, a confirmation message will appear on screen: *"The check has been changed. Accept changes? YES/NO*

Employee – this will allow you to select an employee and check from a selection window. You can select the employee and check you want to work on within this batch. You can create a new check for this employee by clicking on the **New Check** button or you can delete a check by for this employee by clicking on the **Delete Check** button.

1 Franklin, Aretha		-				<u> </u>	Skip This Employee	
	Search:	×	Clear					
Earnings	Employee	Check Seq	Net Pay	Date Hired	Date Term.	-		
	Franklin, Aretha		905.37	01/01/2013				
arning	Freed, Alan			01/01/2013			Amount Hours Available	
100] Administrative	Holly, Buddy			01/01/2013			0.00 -68	
[E] Holiday	Lewis, Jerry Lee			01/01/2013			0.00 72	
[E] Vacation	Presley, Elvis Aaron			01/01/2013		E	0.00 32	
[E] Sick Pay	Seger, Bob			01/03/2014			0.00 32	
(E) PTO	Stanley, Michael			01/01/1972	3		0.00	
[E] Bonus Earns							20.00	
[E] Commission Earns							0.00	
[E] Retroactive Earns							0.00	
[E] Other Earns							0.00	
[E] Mileage Earns							1,700.00	
[E] Salary							1,720.00	
						-		
	New Check Delete Check	OK Ca	ncel					

The following screen is displayed.

Pay Periods - determine which pay of the pay cycle you are entering employee hours.

heck # Employee (click on the name 1 Franklin, Aretha			Periods 1	Pay	vroll Specifics Withholding Info Vie	ew Log	Skip This	Employee	
arnings									
arning	Hours Ame	ount			Earning Category	Hours	Amount	Hours Available	
00] Administrative		-	Þ		[E] Holiday	0	0.00	-68	
E] Holiday	0	0.00			[E] Vacation	0	0.00	72	
E]Vacation	0	0.00			[E] Sick Pay	0	0.00	32	
E] Sick Pay	0	0.00			(E) PTO	0	0.00	32	
EJPTO	0	0.00		=	(E) Bonus Earns	0	0.00	6	
E] Bonus Earns	0	0.00			[E] Commission Earns	0	20.00		
E) Commission Earns	0	20.00			[E] Retroactive Earns	0	0.00		
E] Retroactive Earns	0	0.00			[E] Other Earns	0	0.00		
E] Other Earns	0	0.00			[E] Mileage Earns	0	0.00	~	
E] Mileage Earns	0	0.00			[E] Salary	0	1,700.00		
E] Salary	0	1,700.00			Total	0	1,720.00		

Payroll Specifics – if you need to make changes to the employee's pay earnings, deductions and benefits. This is a shortcut to the Employee Payroll Specifics on the Company File Maintenance screen.

Withholding Info – if you need to make changes to the employee's exemptions. This is a shortcut to the Employee's Withholding Information on the Company File Maintenance screen. Skip This Employee – click this button to move to the next employee

Earnings – will list all the earnings for the specified employee under the home department. The home department of the employee will be noted by the sicon.
Employee may have worked in multiple departments; in that case, you can add another department by clicking the button. This will bring up a selection screen to select the additional department the employee worked in.
Hours – will list the hours the employee worked for this pay period
Earnings Category – will list all the earnings for the specified employee for this pay period
Hours – will list the hours for each earnings category for this pay period
Amount – will list the dollar amount and/or hours used for each earnings category for this pay period

After entering/changing the information in the Hours and/or Amount columns, you can right

click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go to Deductions button – will process the specified employee's earning information and go to the deduction screen for the specified employee.

The following screen is displayed.

Deductions Hours Amount Amount [0] 401K Ded 75.00 75.00 1.72.00 [D] Med 125 Ded 60.00 60.00 217.00 [D] Life Insurance 30.00 317.63 217.00 [D] Life Insurance 30.00 102.52 102.52 102.52 [T] HCA 102.52 102.52 102.52 1036.59 [T] Montogomery County Tax 50.62 (51.60) 51.60	Check # Employee (click on the name 1 Franklin, Aretha		1 Payroll Specifics Withholding la	nfo View Log Skip This Employee	
[D] 401K Ded - 75.00 [Giross Pay 1,720.00 [D] Matil 125 Ded - 60.00 [Giross Pay (217.00) [D] Uniform Ded - 52.00 [Deductions (217.00) [D] Life Insurance - 30.00 [Direct Deposits (200.00) [T] FICA - 102.92 [Methodre 905.37 [T] Meticare - 24.07 [Steeling (136.59) [T] Ni State Income Tax - 50.62 [Steeling (51.60)	Deductions				
(T) IN State Income Tax - 50.62	D] 401K Ded D] Med 125 Ded D] Uniform Ded D] Life Insurance T] Federal Income Tax T] FICA	- 75.00 - 60.00 - 52.00 - 30.00 - 186.74 - 102.92	Gross Pay Deductions Employee Taxes Direct Deposts ■ Net Pay Employer Taxes	1,720.00 (217.00) (397.63) (200.00) 905.37 (136.59)	
	T] IN State Income Tax	- 50.62		[31.60]	

Deductions - will list all the deductions and amounts for the specified employee

Category/Amount - will summarize the employee's Gross Pay total, Deductions total,

Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and

Benefits total (if any) for this employee's check for this pay period.

After entering/changing the information in the **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go back to Earnings button – this will allow you to go back to specified employee's earning information to make any changes

Go to Employer Taxes button – will process the specified employee's deduction information and go to the employer' tax screen for the specified employee.

Payroll / Batch 🛛 🛱 Cleveland Ro	ocks, Inc.								×
Payroll Batch: 1000084 C	Charle Data: 04/04/2014 //	D D: W.	Leb	.\					
	-		екту	0					
Check # Employee (click on the name 1 Franklin, Aretha	to select)	Periods 1	Pay	roll Specifics	Withholding Info	View I	Log	Skip This Employee	
Employer Taxes									
Employer Tax	Amount		~	Category		8	Amount		A
[R] FICA	102.92			Gross Pay			1,720		
[R] Medicare	24.07			Deductions			(217.		
(R) FUI	0.00			Employee Taxes			(397.		
(R) SUI	9.60			Direct Deposits			(200.		
[R] WC	0.00		Ξ	Net Pay			905.		
				Employer Taxes			(136.		
				Benefits			(51.)	6UJ	
									E
			-						-
								Go To Benefits	Accept & Go To Next Employee
							Gal	Back To Deductions	Accept & Exit
								JOCK I D DEGUCCIONS	Αυτερί & Εχίι

The following screen is displayed.

Employer Taxes – will list all the employer taxes and amounts for the specified employee

Category/Amount– will summarize the employee's Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total for this employee check for this pay period

After entering/changing the information in the **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information. The information that was manually entered or changed will appear on the screen in red to indicate a change.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go back to Deductions button – this will allow you to go back to specified employee's deduction information to make any changes

Go to Benefits button – will process the specified employee's employer tax information and go to the benefits screen for the specified employee.

The following screen is displayed	screen is displayed	e followin
-----------------------------------	---------------------	------------

eck # Employee (click on the na 1 Franklin, Aretha		Periods 1 Vithho	Iding Info View Log Skip This Employee	
enefits				
nefit 4011K Co Match	Amount 51.60	Category Gross Pay Deductions Employee Taxes Direct Deposits Net Pay Employer Taxes Benefits	Amount 1,720.00 (217.00) (397.63) (200.00) 905.37 (136.59) (51.60)	
			Go To Direct Deposit Go Back To Employer Taxes	Accept & Go To Next Emplo

Benefits - will list all the benefits and amounts for the specified employee

Category/Amount– will summarize the employee's Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total for this employee check for this pay period

After entering/changing the information in the **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go back to Employer Taxes button – this will allow you to go back to specified employee's employer tax information to make any changes

Go to Direct Deposit button – will process the specified employee's benefits information and go to the direct deposit screen for the specified employee. The following screen is displayed.

Payroll / Batch 🛛 🏥 Cleveland	Rocks, Inc.				×
Pavroll Batch: 1000084	Check Date: 04/04/2014 (I	B - Bi-Weekly)			
Check # Employee (click on the nam 1 Franklin, Aretha	ne to select)	Periods 1 Payroll Sp	withholding Info	View Log Skip This Employee	
Direct Deposit					
Bank Name PNC	Percentage Amour	200.00 Gross Dedu Emplo Direct Net I	s Pay uctions upee Taxes t Deposits Pay loyer Taxes	Amount 1,720.00 (217.00) (397.63) (200.00) 905.37 (136.59) (51.60)	F
					Accept & Go To Next Employee
				Go Back To Benefits	Accept & Exit

Bank Name – will list all the banks the employee has set up for direct deposit
Percentage – will show the percent amount of the check that is being deposited into the account for the specified employee's account. If the amount is a flat dollar amount there will be nothing listed in this column.

Amount – will list the actual dollar amount that is being deposited into the account for the specified employee's account

After entering/changing the information in the **Percent** and/or **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Go back to Benefits button – this will allow you to go back to specified employee's benefit information to make any changes

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

After you have completed entering in all the employees' information for this Payroll Batch, you

can click the **Post** from the Payroll Batch screen.

Payroll / PR Explorer 🛛 🛱 Cleveland Rocks, Inc.	×
Master Display Detail Display Batches Unposted Unposted Posted All Current Period Image: Contract of the state of the stat	New Edit
Batch # Check Date Begin Date End Date Cash Credit Pay Period Payroll of Month Regular Hours Holiday Hours Description 1000084 04/04/2014 03/17/2014 03/17/2014 03/17/2014 01/00000000000000000000000000000000000	Clone Delete Print Close
Filter And Refresh Master Data Advanced Filter Field [None] Relates >= Value Apply Simple Filter Befresh Data Befresh Data Befresh Data	

The system will generate a **Payroll Pre-Posting Report** of the employees' information entered for the specified pay period.

The **Payroll Pre-Posting Report** will contain the following information as listed on the screen below:

		Cleve	land Roc	ks Inc						
			oosting R							
	Payroll Batch: 1			-	2014 (B - E	Bi-Week	ly)			
	Earnings Hours	Amount	Employee	Amount	Deduction	Amount	Employer	Amount	Disburseme	ant Details
	Lannings nours	Amount	Taxes	Amount	Deduction	SAMOUNT	Taxes & Ber		Disbuiseine	fit Details
Franklin, Aretha ID: 3 Dept: 100 Administrative SSN: 333-33-3333	COMM SAL	20.00 1,700.00	FIT	186.74 102.92	401K MED 125	75.00 60.00	SUI FICA	9.60 102.92	NET Check #	905.37
Period End:03/30/2014 Weeks: 2 Rate: 0 Bi-Weekly Type: Salarly F/P: F	_		MCR IN CTY	24.07 50.62 33.28	UNIF	52.00 30.00	MCR CO 401K	24.07 51.60	Check Date Direct Dep	04/04/2014 200.00
		1,720.00		397.63		217.00		188.19		
Report Totals	COMM	20.00 1,700.00	FIT FICA	186.74 102.92	401K MED 125	75.00 60.00	SUI FICA	9.60 102.92	NET Check#	905.37
	u la		MCR	24.07 50.62	UNIF	52.00 30.00	MCR CO 401K	24.07 51.60	Check Date Direct Dep	04/04/2014 200.00
		1 700 00	СТҮ	33.28			C0 401K	188.19	Directbep	200.00
		1,720.00		397.63		217.00		188.19		

The Earnings report will list the following information in for each employee: Employee ID, Employee Name, Period Ending, Social Security number, F/P, Type, Frequency, Federal Tax, E.I.C., State Tax, Rate and Department.

			and Rocks, Inc.				
		-	osting Report				
	l	Payroll Batch: 1000084 Che	ck Date: 04/04/	2014 (B - Bi-We	ekly)		
Employee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability
FEDERAL TAXE	S						
FUI							
3	Franklin, Aretha	333-33-3333	1,720.00		-		
			1,720.00	0.00	0.60	0.00	0.00
940 Total						0.00	0.00
FIT							
3	Franklin, Aretha	333-33-3333	1,720.00	1,585.00	-	186.74	
			1,720.00	1,585.00		186.74	186.74
FICA EE							
3	Franklin, Aretha	333-33-3333	1,720.00	1,660.00	-	102.92	
			1,720.00	1,660.00	6.20	102.92	102.92
FICA ER							
3	Franklin, Aretha	333-33-3333	1,720.00	1,660.00	-		102.92
			1,720.00	1,660.00	6.20	0.00	102.92
Social Security	Wages		1,720.00	1,660.00	-	102.92	205.84
Social Security							
MCR EE							

The **Payroll Tax – Detail report** will list the following information in for each employee:

Employee ID,

Employee Name

Social Security number

Gross – personal income before taxes

Taxable Gross – gross income less allowable tax deductions

Percent – percentage amount of tax deduction

Tax Withheld – government required withholding tax on employment income

Tax Liability – total amount of tax a company is legally obligated to pay

% - ∢ ∢ 4	▶ ▶I 🔝 🖓 🖸 Pr	int 📴 Print All 🛛 🐴 Se	tup 🕼 Export	🖌 Post 🕺	Cancel		
mployee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability
Medicare Wages			1,150.00	1,150.00	2.0	16.68	33.36
41 Total						148.19	236.17
TATE TAXES							
VC							
)45	Abboud, Joe	288-96-6350	670.00	670.00			15.11
023	Callahan, Shawn	279-86-8709	480.00	480.00	_		10.83
			1,150.00	1,150.00		0.00	25.94
WC Total						0.00	25.94
SIT							
45	Abboud, Joe	288-96-6350	670.00	670.00		17.33	
23	Callahan, Shawn	279-86-8709	480.00	480.00		9.58	
			1,150.00	1,150.00		26.91	26.91
SIT Total					_	26.91	26.91
SUL							
045	Abboud, Joe	288-96-6350	670.00	670.00			5.36
023	Callahan, Shawn	279-86-8709	480.00	480.00	-		3.84
			1,150.00	1,150.00	0.80	0.00	9.20
SUI Total						0.00	9.20
CITY TAXES							
LIT							
045	Abboud, Joe	288-96-6350	670.00	670.00		13.40	
023	Callahan, Shawn	279-86-8709	480.00	480.00	_	9.60	
			1,150.00	1,150.00	2.00	23.00	23.00
LIT Total						23.00	23.00
Report Total					_	198.10	328.12

The **Payroll Tax – Summary report** will list the all the taxes and the total amounts for each tax.

Gross – personal income before taxes, **Taxable Gross** – gross income less allowable tax deductions, **Percent** – percentage amount of tax deduction, **Tax Liability** – total amount of tax a company is legally obligated to pay.

Payroll / Batch Posting 🔰 🏥 Cleveland Rocks, Inc.				
nom 100% 🔹 📕 4 5 💿 🕨 🔢 🏦 🔛 📴 Print 🗐 Print All	📏 Setup 💪 Export 📃 🗨	🖊 Post 🛛 🗶 Canc	el	
Payroll Batch: 10	Cleveland Rocks, In Preposting Report 00084 Check Date: 04/0		/eekly)	
Employee Name	Gross	Taxable Gross	Percent	Tax Liability
FEDERAL TAXES				
FUI	1,720.00	0.00	0.60	0.00
940 Total				0.00
FIT FICA EE	1,720.00 1,720.00	1,585.00	6.20	186.74 102.92
FICA EE	1,720.00	1,660.00	6.20	102.92
Social Security Wages	1,720.00	1,660.00	0.20	205.84
MCR EE	1,720.00	1,660.00	1.45	24.07
MCR ER	1,720.00	1,660.00	1.45	24.07
Medicare Wages	1,720.00	1,660.00	_	48.14
941 Total				440.72
STATE TAXES				
wc				
WC	1,720.00	0.00		0.00
WC Total				0.00
SIT IN State Income Tax	1,720.00	1,585.00	3.40	50.62

The **PY GL Journal Report** will list all **General Ledger** accounts used in Payroll with the amount in the debit/credit column. Any accounts used for accrual processing will show the amounts for current and next month.

_	31	14 (B - Bi-Wee	ck Date: 04/04/2	Prepo Payroll Batch: 1000084 Che
	Mar, 2014		Apr, 20	Entries were accrued for 0 cur
	bit Credit		Debit	Account
-		1,105,37		[1010.00] OperatingChecking Account
37	1,322.37		1,322.37	
32	450.32			
90	83.90			[2064.00] Payroll Tax W/H - State Tax
		82.00		[2200.00] Misc. Deductions
		75.00		[2300.00] Employee 401K Deduction
60	51.60			[2350.00] Co Match 401K Payable
		60.00		[2400.00] Med 125 Deduction
	,720.00			[6100.00] Operations Wages
_	51.60			[6350.00] 401K Co Match Expense
19	,908.19 1,908.19	1,322.37	1,322.37	Totals:
32 90 60	1,322.37 450.32 83.9(51.6(,720.00 102.92 24.07 9.60 51.60	1,105.37 82.00 75.00 60.00	1,322.37	[1010.00] OperatingChecking Account [2030.00] Wages Payable [2063.00] Accrued Payroll Taxes [2064.00] Payroll Tax W/H - State Tax [2200.00] Misc. Deductions [2300.00] Employee 401K Deduction [2350.00] Co Match 401K Payable [2400.00] Med 125 Deduction [6100.00] Operations Wages [6201.00] FICA Tax [6202.00] Medicare Tax [6220.00] State Unemployment Tax [6360.00] 401K Co Match Expense

The **Check Register report** will show the employee check information.

Payroll / Batch Posting 🔰 🛱 Cleveland Rocks, In	С.		×
Zoom 100% - I4 4 7 - > >I = A	📄 Print 📑 Print All	🔖 Setup 🕼 Export 🛛 🖌 Post 🛛 🗶 Cancel	
	Payroll Batch: 10	Cleveland Rocks, Inc. Preposting Report 00084 Check Date: 04/04/2014 (B - Bi-Weekly)	
	Transaction # Date	Employee Amo	
	04/04/2014 Total:		<u>5.37</u> <u>5.37</u>

If you click on an employee name an image of the employee's pay stub / check will display.

Payroll / PR Check 🛛 🛗 Cleveland Rocks, Inc		×
Zoom 75% • I4 4 1 • • I	Cb Export	
	Franklin, Aretha Pay Period Beginning: 03/17/2014 Check Number: Social Sec # XXXXXXX33 Pay Period Enging: 03/02/01/4 Check Date: 04/02/2014	
	Hours Y1d His Rate Current Varie 10 Date Current Varie 10 Date CommissionEams 0 0 000 0000 0000 0000 0000 0000 0000 0000 0000 00000 00000 00000 00000 00000 00000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 0000000 000000000 00000000000 000000000000000000000000000000000000	
	Git Mar Print Price & 1, 12,000 Cub Complete Accus & (20000) Net Status Complete Accus & (20000) Net Status Complete Accus & (20000) Use A Available Net Status Complete Accus Tail C12.00 C12.00 Status Accus Tail Net Status Complete Accus Tail C12.00 C12.00 Status Accus Tail Net Status Complete Accus Tail C12.00 C12.00 Vectors 0 7.2 Net Status Complete Accus Tail C10.00 Holtary 100 0	Ш
	Cleveland Rocks, Inc. 1 Rock Center 59-58+12 Cleveland. OH 44115 04/04/2014	
	Nine hundred five and 37/100 \$ 905.37 Franklin, Aretha 14 Queen of Sole Ave Motow, IV44112	
	KeyBank Cleveland, OF	
	Franklin, Arefna Pay Period Beginning: 0.311/2014 Check Number: Social Sec # XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	Hours Ytd His Rate Current Year to Date Current Year to Date Correnteion Ears 0 0 2000 10000 devas 1720.00 8.700.00	-

Payroll / Batch Posting 🛛 🛱 Cle	veland Rocks, Inc.					×
Zoom 100% • 14 4 8 •	🕨 🔝 🏔 📄 Print	📳 Print All 🔧 Setup	💪 Export 🛛 🥑 Post	💢 Cancel		
	F		nd Rocks, Inc. sting Report sck Date: 04/04/2014	(B - Bi-Weekly)		
	Employee	Deposit Amount		Account No	Routing No	
	Franklin, Aretha	200.00	PNC	7377328	041000037	
	Total:	200.00				
						E

The **Payroll Direct Deposit report** will show all the employees that are set up with direct deposit along with the **Deposit Amount, Bank Name, Account Number** and **Routing Number** for each employee.

After the user reviews the **Pre-Posting Report** and confirmed all the information is correct, the user will check the **Post** button to post the transactions. If there is a problem on the **Pre-Posting Report**, the user will select **Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the posting process.

You can now print the Payroll checks for this Payroll batch from this processing step.

The following screen is displayed.

ank Account:	Key Bank		Next Check No: 1079	Next Check No: 1079 Change Next No				
rinter:	CutePDF Writer		•	Printer Properties	Change Batch.			
lease make	sure to load checks into	printer.]			
Print Check	s (1) 🔿 Print Electron	ic Transfers (1)	Order	Batch Default 🔻	•			
Date 03/21/2014	Employee Franklin, Aretha	Check No Net Pay 1078 977.22			Change No Skip Bange			

At the top of the screen you will see the **Payroll Batch #** and **Check Date**, this batch identification information for the checks you are about to print.

Bank Account – system will display the bank account information for the payroll checks

Next Check No - system will display the next check number assigned to print

Change Next Check No - if the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

Printer - system will display the printer the payroll checks will print on

Print Checks - will display the number of payroll checks to print on actual check forms

Print Electronic Transfers – will display the number of vouchers to print on plain paper for direct deposits

The system will prompt you with a message before printing the checks to *"Please make sure to load checks into the printer."* You will notice multiple options to print the checks:

Print All – the system will print ALL check listed on the screen
Print Selected – the system will only print checks you selected to print
Change No – the system will allow you to check the Check No
Skip – the system will allow you to skip check numbers
Skip Range – the system will allow you to skip a range of check numbers

After you selected the appropriate print option, the system will show the progress of the print queue by placing a black arrow beside the check that it is currently printing.

Payroll / PR Check 🛛 🛱 Cleveland Rocks, Inc								×
Zoom 75% - I∢ ∢ 1 → ▶I	🔲 Print	📑 Print All	🔖 Setup	🕞 Export				
	Franklin, Aretha Social Sec #	хох-юх- 1333	Pay Period Beginning: Pay Period Ending:	03/03/2014 03/16/2014		Check Number: Check Date:	1078 03/21/2014	•
	Holiday Commission Eans Salary	0 100	Rate Current Yei 10000 2000 1,700.00	100.00 Ge 100.00 40 8,500.00 Me Ga Un Lit	1KDed d 125 Ded inishmentDed iform Ded e Insurance deral Income Tax	Current 1,220.00 (75.00) (80.00) (52.00) (30.00) (201.74)	Year to Date 8,700.00 (375.00) (260.00) (260.00) (150.00) (948.70) (50.80)	
	Gross Pay This i Sick Vacation PTO	Period \$ 1,820.00 DD t Used Available 0 32 0 72 0 32	to Employee Acct \$ (200.0)	I) Me IN Mo	un dicare Bate income Tax ntogomery County Tax ect Deposit	(109.12) (25.52) (54.02) (35.38) (200.00)	(\$20.50) (121.80) (256.50) (168.50) (1,000.00)	
	Holday Clevela 1 Rock	100 0 Ind Rocks, Inc.					1078 56-59-412 12290 03/21/2014	=
	Franki 14 Que	undred seventy sever in, Aretha æn of Sole Ave n, IN 44112	and 22/100			s	977.22	
	KeyBa Clevela	ind, OH	B# <1111111	10 #12	34 56 78 90*			
	Franklin, Aretha Social Sec #		Pay Period Beginning: Pay Period Ending:	03/03/2014 03/16/2014		Check Number: Check Date:	1078 03/21/2014	
	Holday	Hours Ytd Hrs F 0 100	Rate Current Yea 100.00	toDate 100.00 Gros	55	Current 1,820.00	Year to Date \$,700.00	-

This is a Print Preview of the actual Payroll check the system will print on your payroll check forms loaded into the printer.

Under Normal Processing double click on Reprint Checks to open Reprint Checks.

٩	Payroll
Rayroll	Normal Processing
~	Reprint Checks Reprint Checks
	Reports
	Earnings Reports and Forms Other Reports
	Company File Maintenance
	Employee Setup

The following screen is displayed.

								Ne	(t Check No:		Change Next No	
nter:	0	Select Pay	roll Batch						- O X	-	Printer Properties	
	s	earch:				🗶 Clear	Show all batches and select checks to reprin	t 🧧	Default Facility			
Print Checks	10	Batch #	Check Date	Posting Date	Begin Date	End Date	Description	Pay Period	Pavroll of M	Order:	Batch Default 🔹	
	- 1	1000084	04/04/2014		03/17/2014	03/30/2014		B · Bi·Weekly		-		
Date	Em 🖆	1000083	3 03/21/2014	03/31/2014	03/03/2014	03/16/2014		B · Bi·Weekly				📑 Print Previ
		1000081	03/07/2014		02/17/2014	03/02/2014		B · Bi·Weekly	=			Print Select
		1000073	3 02/21/2014	02/06/2014	02/03/2014	02/16/2014		B · Bi·Weekly				
		1000076	02/07/2014	02/18/2014	01/20/2014	02/02/2014		B · Bi·Weekly				Print <u>A</u> ll
				01/23/2014		01/19/2014		B · Bi-Weekly				🎦 Change N
				01/14/2014				B · Bi-Weekly			1	
				01/03/2014		12/22/2013		B · Bi·Weekly				oli <u>S</u> kip
				01/03/2014		12/08/2013		B · Bi·Weekly				Skip <u>B</u> ang
				01/03/2014				B · Bi·Weekly				Courte Courts
				01/03/2014				B · Bi·Weekly				
				10/28/2013		10/27/2013		B · Bi·Weekly				
		1000058	3 10/18/2013	10/11/2013	09/30/2013	10/13/2013		B · Bi·Weekly				
	1								Þ			
								ОК	Cancel			
								UK	Lancei			

Select the Payroll batch of the checks to reprint, click the **OK** button. If the batch does not appear on the screen, click the box Show all batches and select checks to reprint. Additional batches will appear in the selection window.

Once the batch is selected the following screen is displayed.

nk Account:	Key Bank	Next Check No: 1079 Chan	ge Next No 📔 🌰 Default Facil
nter:	CutePDF Writer	Next Check No: 1079 Change Next N Printer Propertie Order: Batch Default	r Properties Change Batch
ease make	sure to load checks into printer.		
Print Check	s (1) 💿 Print Electronic Transfers (0)	Order: Batch	Default 🔻
Date	Employee Check No Net Pay		Rint Previe
01/25/2013	Franklin, Aretha 1006 1,323.82		Dint Select
			C Print All
			💾 Change <u>N</u>
			Skip
			Skip <u>R</u> ang

At the top of the screen you will see the **Payroll Batch #** and **Check Date**, this batch identification information for the checks you are about to print.

Bank Account – system will display the bank account information for the payroll checks

Next Check No – system will display the next check number assigned to print

Change Next Check No - if the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

Printer - system will display the printer the payroll checks will print on

Change Batch – will show the Select Payroll Batch screen to select another payroll batch to print checks

Default Facility – used to move between facilities if your facility is part of an enterprise using P4F software **<normally not used>**

Print Checks - will display the number of payroll checks to print on actual check forms

Print Electronic Transfers – will display the number of vouchers to print on plain paper for direct deposits

The system will prompt you with a message before printing the checks to *"Please make sure to load checks into the printer."* You will notice multiple options to print the checks:

Print All – the system will print ALL check listed on the screen
Print Selected – the system will only print checks you selected to print
Change No – the system will allow you to check the Check No
Skip – the system will allow you to skip check numbers
Skip Range – the system will allow you to skip a range of check numbers

After you selected the appropriate print option, the system will show the progress of the print queue by placing a black arrow beside the check that it is currently printing.

If the checks did not print properly, you would select NO to the message "Did the checks print properly" and the following message would appear on screen to select the checks that did not print properly. Select all the checks that did not print properly. Check the **Generate new** numbers if you need to print the checks with a new check number. Then check **Start from Check No** box to indicate to the system that the new starting check number will be. Click the **Done** button.

Payroll / Reprint Checks 🛛 🛱 Cleveland Rocks, Inc.				×
Payroll Batch: 1000070 Check Date: 01/10/201	14 (B - Bi-Weekly) Posted: 01/14/2014			
Bank Account: Key Bank		Next Check No: 1079	Change Next No	🙆 Default Facility
Printer: CutePDF Writer	Select checks	-	Printer Properties	Change Batch
Please make sure to load checks into printer. Print Checks (0) Image: Print Electronic Transfers (4)	Please, select checks that DID NOT print correctly:	Order	Batch Default 🔹	
Date Employee Check No Ne 01/10/2014 Freed, Alan E50 01/10/2014 Presley, Elvis Aaron E51 01/10/2014 Seger, Bob E52 01/10/2014 E53 01/10/2014 01/10/2014 01/10/2014 01/10/2014 01/10/2014 01/10/20	Generate new numbers Start from Check No: Select All Select None Done		E	Print Preyjew Print Selected Print <u>All</u> Change <u>No</u> Skip Skip <u>Bange</u>

Void a Payroll Check(s):

Unposter	d Poste	H All	All Tr	ansactions 🔻	View/Edit Checks	ting Report 😣 I	Export				E
ch #	Check Date	Posting Date	Begin Date	End Date	Cash Credit	Pay Period	Payroll of Month Regular Hours	Holiday Hours	Description	•	Cle
1000083	03/21/2014	03/31/2014	03/03/2014	03/16/2014	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 0			De
1000073	02/21/2014	02/06/2014	02/03/2014	02/16/2014	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 0			
1000076	02/07/2014	02/18/2014	01/20/2014	02/02/2014	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 0			P
1000071	01/24/2014	01/23/2014	01/06/2014	01/19/2014	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 0			
1000070	01/10/2014		12/23/2013	01/05/2014	[1010.00] OperatingChecking Account	B - Bi-Weekly		0 0			_
1000069	12/27/2013	01/03/2014	12/09/2013	12/22/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 0			
1000068	12/13/2013	01/03/2014	11/25/2013	12/08/2013	[1010.00] OperatingChecking Account	B · Bi-Weekly	1 8				
1000067	11/29/2013	01/03/2014	11/11/2013	11/24/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 0		E	
1000066	11/15/2013	01/03/2014	10/28/2013	11/10/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	3 8	0 0			
1000059	11/01/2013	10/28/2013	10/14/2013	10/27/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	2 8	0 0			
1000058	10/18/2013	10/11/2013	09/30/2013	10/13/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 0			
1000057	10/04/2013	10/08/2013	09/16/2013	09/29/2013	[1010.00] OperatingChecking Account	B · Bi-Weekly	2	0 0			
1000053	09/20/2013	10/01/2013	09/02/2013	09/15/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	1	0 0			
1000051	09/06/2013	09/18/2013	08/19/2013	09/01/2013	[1010.00] OperatingChecking Account	B · Bi-Weekly	2 8	0 0			
1000050	08/23/2013	08/15/2013	08/05/2013	08/18/2013	[1010.00] OperatingChecking Account	B · Bi-Weekly	1 8	0 0			
1000047	08/04/2013	08/08/2013	07/22/2013	08/04/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	2 8	0 0		_	
1000046	07/26/2013	10/01/2013	07/08/2013	07/21/2013	[1010.00] OperatingChecking Account	B · Bi-Weekly	1 8	0 0			
1000044	07/12/2013	07/09/2013	06/24/2013	07/07/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	1 8	0 8			
1000043	06/28/2013		06/10/2013	06/23/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	2 8	0 0			
1000041	06/14/2013	07/05/2013	05/27/2013	06/09/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	3 8	0 0			
1000039	05/31/2013	06/03/2013	05/13/2013	05/26/2013	[1010.00] OperatingChecking Account	B - Bi-Weekly	2 8	0 0		-	
										Þ	
er And R	efresh Master	Data			Advanced Filter						

To void a Payroll check, the user would go in **PR Explorer**, change button from *Current Period* to display *All Transactions*, select the payroll batch that contains the payroll check(s) to be voided. Click on **View/ Edit Checks** button.

The following screen is displayed:

Check # Employee (click on the name 1/1053 Franklin, Aretha	to select)	Periods 1 Payroll	Specifics Withholding Info View L	Log Void Check	
Earnings					
arning	Hours Amount	▲ Ea	rning Category	Hours Amount Hours Available	
100] Administrative	3		Holiday	0 0.00 32	
E] Holiday	0 0	00 (E)	Vacation	0 0.00 72	
E] Vacation	0 0	00 (E)	Sick Pay	0 0.00 32	
E] Sick Pay	0 0	00 (E)	IPTO	0 0.00 32	
E] PTO	0 0	00 😑 [E]	Bonus Earns	0 0.00	
E] Bonus Earns	0 0	00 (E)	Commission Earns	0 500.00	
E] Commission Earns	0 500	00 (E)	Retroactive Earns	0 0.00	
E] Retroactive Earns	0 0	00 (E)	Other Earns	0 0.00	
E] Other Earns	0 0	00 (E)	Mileage Earns	0 0.00	
E] Mileage Earns	0 0		Salary	0 1,700.00	
E] Salary	0 1,700	00 Ta	otal	0 2,200.00	
		Ŧ			
				Go To Deductions Go To	Next Employee Exit

Click on the **Employee name** field and from the drop down find the employee for the check that needs to be voided. The user would click the Void Check button at the top right of the screen.

The following screen is displayed.

Payroll / Batch 🏟 Cleveland Roo		ostad: 00/19/2013		X Read Only
Payroll Batch: 1000051 Cl Check # Employee (click on the name to Franklin, Aretha Earning Franklin, Aretha [100] Administrative [6] Holiday [E] Holiday [6] Yacation [E] Yacation [6] Borus Earns [E] Borus Earns [6] Other Earns [E] Other Earns [6] Other Earns [E] Mileage Earns [6] Salary	eck Date: 09/06/2013 (B - Bi-Weekly) P Select Checks Select Checks: Select Employee Franklin, Aretha Freed, Alan	Check Seq Check # Net Pay 1 1053 1272.48 1 E36 0	Void Check Amount Hours Available 0.00 32 0.00 72 0.00 32 0.00 </th <th>Read Only</th>	Read Only
	Select All Select None OK	Cancel		•
			Go To Deductions Go To Next Er	nployee

The user will select the check(s) the user wants to void in the system. After the check(s) have

been selected, click **OK**. The checks that have been selected to be voided will have a \checkmark beside them.

The following screen is displayed.

Check # Employee (click on the nam 1/1053 Franklin, Aretha	e to Select Checks	And Inches	-	-	B	Void Check	
Earnings Earning [[00] Administrative [E] Holday [E] Vacation [E] Sick Pay [E] PTO [E] Sick Pay [E] PTO [E] Sick Pay [E] Commission Earns [E] Commission Earns [E] Other Earns [E] Other Earns [E] Other Earns [E] Salary	Select All Select None	Check Seg 1 1 Void 1 check(s) Void on the check date Date 04/01/2014 Q OK Cancel	1053 E36	Net Pay 1272.48 0	н	Amount Hours Available 0.00 33 0.00 77 0.00 33 0.00 33 0.00 33 0.00 33 0.00 33 0.00 30 0.00 30 0.00 1000 0.00 2,200.00	2 2 2
	L					Go To Deductions	Go To Next Employee

A message will appear on the screen indicating how many checks were selected to be voided in the system and also prompting the user to enter a date of the voided check batch. The system will default to the current date. After the appropriate date has been entered in, click **OK**.

The following screen is displayed.

Earning Hours Amount Faming Category Hours Amount Hours Available [100) Administrative 0 0.00 22 [E] Holday 0 0.00 32 [E] Vacation 0 0.00 22 [E] Sick Pay 0 0.00 32 [E] Broke Earns 0 0 0.00 32 [E] Broke Earns 0 0.00 32 [E] Holday 0 0.00 32 [E] Broke Earns 0 0.00 32 [E] Broke Earns 0 0 0.00 10 0 0.00 [E] Mieage Earns 0 0 0.00 1,700.00 1,700.00 1,700.00 [E] Salay 0 1 </th <th></th> <th>oid Check</th> <th>Info View Log Void Cl</th> <th>Periods Payroll Specifics Withholding</th> <th></th> <th>slect)</th> <th>Check # Employee (click on the name t 1/1053 Franklin, Aretha</th>		oid Check	Info View Log Void Cl	Periods Payroll Specifics Withholding		slect)	Check # Employee (click on the name t 1/1053 Franklin, Aretha
Confirm 0 0.00 32 [E] Holday 0 0.00 32 [E] Vacation 0 0.00 72 [E] Vacation 0 0.00 72 [E] Sick Pay 0 0 0.00 32 [E] Brux Eans 0 0 0.00 32 [E] Broux Eans 0 0 0.00 32 [E] Rotroschive Eans 0 0 0.00 32 [E] Other Eans 0 0 0.00 0.00 [E] Midage Eans 0 0 0.00 0.00 [E] Miegae Eans 0 0 0.00 0.00							Earnings
[E] Holiday 0 0.00 [E] Vacation 0 0.00 72 [E] Vacation 0 0.00 32 [E] Sick Pay 0 0 0.00 32 [E] FITO 0 0.00 0 0.00 32 [E] Borus Eans 0 0 0.00 0 0.00 32 [E] Commission Eans 0 0 0.00 0 0.00 32 [E] Other Eans 0 10 0.00 0 0.00 0 [E] Other Eans 0 1700.00 0 0.00 0 0.00 [E] Mieage Eans 0 1700.00 0 0.00 0 0.00	ilable			 Earning Category 	ount	Hours Ame	
E Vacation 0 0.00 32 [E] Sick Pay 0 Confirm 0 0.00 32 [E] PrO 0 0 0.00 32 [E] Pro 0 0 0.00 32 [E] Borus Eans 0 0 0.00 0.00 [E] Commission Eans 0 0 0.00 0.00 [E] Other Eans 0 1.00 0.00 0.00 [E] Mieage Eans 0 0.00 0.00 0.00				[E] Holiday		-	100] Administrative
(c) vacation 0 0 0 0 32 (c) Sick Pay 0 0 0 0 0 (c) Sick Pay 0 0 0 0 0 (c) Sick Pay 0 0 0 0 0 0 (c) Restrictive Earns 0 0 0 0 0 0 (c) Mieage Earns 0 0 0 0 0 0					0.00		
L) Sock Pay 0 0 0.00 32 [E] PTO 0 0 0.00 0 0.00 [E] Borus Earns 0 () 0 0.00 0 0.00 [E] Commission Earns 0 () 0 0.00 0 0.00 [E] Other Earns 0 () 0 0.00 0 0 [E] Other Earns 0 () 0 0.00 0 0 [E] Mileage Earns 0 () 0 0.00 0 0					Cart		
Would you like to see/print Posting Report? 0 500.00 [E] Commission Earns 0 0 0 0 0 [E] Detrussion Earns 0 1 0 0.00 <	32				Contirm	-	
El Commission Earns 0 0 0 0.00 El Retocacivo Earns 0 0 0.00 0 0.00 El Duber Earns 0 Ves No 0 0.00 0 El Mieage Earns 0 1,700.00 0 1,700.00 0 0						-	
C Commission Earris 0				Would you like to see/print Posting Report?			
E) Other Eams 0 Yes No 0 0.00 E) Mileage Eams 0 1,700.00 0 1,700.00							
[E] Mileage Earns 0 1,700.00							
				Yes No	-		
Ej Salary U 2,200.00							
τ.				-			

A confirmation message will appear on the screen "Would you like to see/print the Posting

Report?"

Click **Yes**, if you want to see/print the posting report or click **No**, if you do not want to see/print the posting report.